

## Appendix A-Safety, Health, and Environmental Plan (SHEP)

### Safety, Health, and Environmental Plan (SHEP)

Marathon requires that the task hazards are identified and controls for those hazards are in place prior to starting the work. If the external party does not have a formal written plan, then this Safety, Health and Environmental Plan (SHEP) template can be used and submitted to the LAR Safety Team (via email to [LAR-SafetyCompliance@Marathonpetroleum.com](mailto:LAR-SafetyCompliance@Marathonpetroleum.com)). The Safety, Health and Environmental Plan (SHEP) **must be reviewed and approved** by the Marathon Safety Department prior to deploying people or resources to the site.

If the Third-Party Owner wants to provide their own SHEP, the following are required:

- Owner specific SHEP still **must be reviewed and approved by the Marathon Safety Department** prior to deploying people or resources to the site.
- Owner specific SHEP **must match every applicable section** below: i.e. contact information, job start and completion date, job scope of work, chemical inventory, site specific risk/hazard assessments and control plans etc.
- If there are any job scope changes, i.e., MOC requirements, change in kind recognized in the field etc., from the original scope of work or work defined in the “Real Property agreement or Temporary Access agreement” all work is immediately paused and communicated to the Marathon LAR in email via [3rdpartyaccessrequest@marathonpetroleum.com](mailto:3rdpartyaccessrequest@marathonpetroleum.com), to avoid any mistaken complete work interruption.
- As a project completion moves closer Third Party Project Manager (or designee) must communicate exact day of completion with the Marathon LAR in email via [3rdpartyaccessrequest@marathonpetroleum.com](mailto:3rdpartyaccessrequest@marathonpetroleum.com), to avoid any mistaken badge deactivations.

**SHEP Approval next steps:** After Safety, Health and Environmental Plan (SHEP) has been approved the following shall occur:

1. Safety will send site access requirements based on SOW and the direction for submitting the badge request and the Maintenance contact from email: [3rdpartyaccessrequest@marathonpetroleum.com](mailto:3rdpartyaccessrequest@marathonpetroleum.com).
  - a. Third Party point of contact **must coordinate** with MPC Maintenance support to ensure field support: i.e., Unit Sign in/out (as required) and “Safe to Work” area gas testing is completed before work area access and scope of work begins.

**Important Note:** All Contractors and Subcontractor Requirements:

1. Must either be covered under the Third party’s SHEP submission in writing **or if not**
2. Must submit their own SHEP which must be reviewed and approved by the responsible party prior to being submitted to the LAR Safety Supervisor for review and approval.

**Site Specific Safety, Health and Environmental Work Plan**

<b>Third Party Owner:</b>			<b>Submission Date:</b>		
<b>Job Start Date:</b>			<b>Job Completion Date:</b>		
<b>Location:</b>		<b>City:</b>		<b>State:</b>	
<b>MPC Site Contact:</b>		<b>Phone:</b>		<b>Cell:</b>	
<b>Project Manager:</b>		<b>Phone:</b>		<b>Cell:</b>	
<b>On Site Person In Charge:</b>		<b>Phone:</b>		<b>Cell:</b>	
<b>External Party Safety Representative:</b>		<b>Phone:</b>		<b>Cell:</b>	
<b>External Party Safety Representative:</b>		<b>Phone:</b>		<b>Cell:</b>	
<b>Injury and Illness Management:</b>					
<b>First Aid/Minor Treatment Facility:</b>				<b>Phone:</b>	
<b>Contact:</b>				<b>Phone:</b>	
<b>Emergency Medical Treatment Facility:</b>				<b>Phone:</b>	
<b>Emergency Evacuation Route Plan:</b> <input type="checkbox"/> YES					
<b>Confined Space Emergency Rescue Plan:</b> <input type="checkbox"/> YES    Attach to this document					
<b>Incident Reporting Process: (LAR required Do not remove): Emergency notifications shall include LAR Security Operations Center Carson 310-816-8888 or Wilmington 310-522-6133.</b>					
<b>Incidents that require medical treatment will be handled as follows:</b>					
<b>Contractor Information</b>					
<b>Contractor(s) Company Name(s):</b>					
<b>Subcontractor(s) Company Name(s):</b>					

**Job Scope Overview**

(Describe the major elements or phases of the project or job. )

Phase	Activity

**Hazard Communications**

(Your plan for communicating the hazards of the chemicals you bring on site, including pre-job review of chemicals used and required precautions and PPE for specific chemicals)

<b>Chemicals brought on site:</b> (By generic use name)	<b>Special PPE or handling requirements:</b> (List the PPE requirements for each chemical listed)
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<b>Are SDS's supplied for each chemical brought on site?</b> (The SDS's for these chemicals will be reviewed during the pre-job hazard review. (You will bring these to the job site to share).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
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**Check  Safety Programs Directly Involved in Job**

<input type="checkbox"/> ATV Safety	<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Hazwoper	<input type="checkbox"/> Lifting/Rigging	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Excavation	<input type="checkbox"/> Hearing	<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Tank Cleaning
<input type="checkbox"/> Abrasive Blasting	<input type="checkbox"/> Equip. Inspection	<input type="checkbox"/> Heat/Cold Stress	<input type="checkbox"/> Permit To Work (PTW)	<input type="checkbox"/> Vehicle Safety
<input type="checkbox"/> Boat Safety	<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Hot work	<input type="checkbox"/> Pipeline Repair	<input type="checkbox"/> Other:
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> H2S	<input type="checkbox"/> Pipeline Locate	<input type="checkbox"/> Other:
<input type="checkbox"/> Cranes/Hoists	<input type="checkbox"/> Haz Com	<input type="checkbox"/> Lead	<input type="checkbox"/> Radiation	<input type="checkbox"/> Other:

**Required Safety/Work Permit(s) and/or Procedure(s) that Contractor Company will complete**

<input type="checkbox"/> Hot Work	<input type="checkbox"/> Excavation Checklist (Dig Alert)	<input type="checkbox"/> Management Of Change (MOC)	<input type="checkbox"/> Pre-Entry Checklist	<input type="checkbox"/> Construction Permits
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Lift Plan	<input type="checkbox"/> LO/TO - Blinding	<input type="checkbox"/> Other:	

**Recognized Hazards**

**(A) Throughout the job and**

**(B) Hazards unique to each phase of the job to be discussed prior to the start and prior to each job phase.**

**(A) Throughout The Job:**

**Control Methods:**

**Hazards Unique to Each Phase of The Project:**

**Control Methods:**

### Safe Work Plan

(Includes the protective equipment, audits and other activities you utilize to address the hazards on the job)

**Note:** All 3<sup>rd</sup> Party Work **must receive** a “**Safe to Work**” from MPC Maintenance/Operation Support  
**prior to beginning work**

**Conditions requiring additional PPE:**

## Environmental

(Identify waste generated and how they will be managed in language project crew will understand)

**We anticipate the following wastes will be generated during this job:**

**Waste Management Procedure:**

**Permit Compliance:**

**Spill Containment:**

**Sensitive Area Protection:**

**Communications and Audits to Address the Job Hazards**

**Vehicle Safety**

**Note:** If work in a process area ensure vehicle entry permit is complete prior to entry, review with MPC site support (**Maintenance/Operations**).

**Vehicle Safety Requirements:**

**Security Measures**

(Identify any security requirements or measures to be taken)

LAR Safety  
Approval ( by  
email or wet  
signature)

Print Name

Signature

Date

**CHANGE LOG:**

Revision #	Summary of Changes	By:	Date
06	Update to comply with Right of Way site Standard.	Rinaldo Edmonson	3/28/24
07	Added to cover page, updated safety email, next step after the SHEP approval Add emergency notification in case of injury Added vehicle entry permit (as required) Added job start and completion date Removed job description.	Rinaldo Edmonson	4/4/25